

INTRODUCTION:

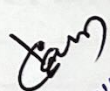
Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex is a premier institution providing quality education and training in various fields of engineering, technology and sports. The institute is committed to providing a high standard of education and training to its students. The internal assessment is an integral part of the learning process and is designed to evaluate the student's understanding of the subject matter. The internal assessment will be taken in the form of assignments, quizzes, tests, etc.

OBJECTIVES:

DR. SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY AND SPORTS COMPLEX

540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal

Policy for Examination Grievance Redressal (W. E. F 2020-21)

<p>Ref. No. DSESITSC/POLI/ 2020-21/02</p>	<p>Completed By Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex (C. Code : 255) 540, Dum Dum Road, Kolkata-700074</p>	<p>Approved By:</p>  <p>PRINCIPAL Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex 540, Dum Dum Rd Kolkata-74</p>
<p>Issue No. : 2</p>	<p>Checked By: Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex 540, Dum Dum Road, Kolkata -700074</p>	

INTRODUCTION:

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex consist of a dynamic and well-organized internal examination grievance cell that serves as a channel for feedback between faculty and students during the ongoing assessment process. The smooth administration of the semester end examination (SEE) and ongoing internal assessment is ensured by the college exam committee, controller of examinations, principal. Any complaints will be taken into consideration and addressed right away.

OBJECTIVES:

- Provide students a forum where they can air their issues, and ensure that they will be handled impartially.
- Assure a fair, unbiased, and consistent process for handling the different complaints the student files.
- Ensure that students find solutions to their issues.
- Always keep updated on the internal assessment procedure.
- Resolve the student's complaints about SEE and CIA.
- Lay more emphasis on error prevention than on controlling through harsh measures.

INTERNAL EXAMINATION GRIEVANCE COMMITTEE

Sl.	Name	Department	Position
1	Prof. (Dr.) Saradindu Panda, Principal	Admin	Chairman
2	Mr. Sanjoy Bhattacharya, OIC Exam cell (UG & PG)	CSE	Convener
3	HOD,CSE	CSE	Member
4	HOD,ECE	ECE	Member
5	HOD,AUE	AUE	Member
6	HOD,ME	ME	Member
7	HOD,CE	CE	Member
8	HOD,EE	EE	Member
9	HOD,BSH	BSH	Member
10	Ms. Rumrum Banerjee, Faculty, Dept. of EE	EE	Member
11	Ms. Arpita Chatterjee, Faculty., Dept. of AUE	ME	Member

INTERNAL EXAMINATION GRIEVANCE REDRESSAL POLICY DESCRIPTION

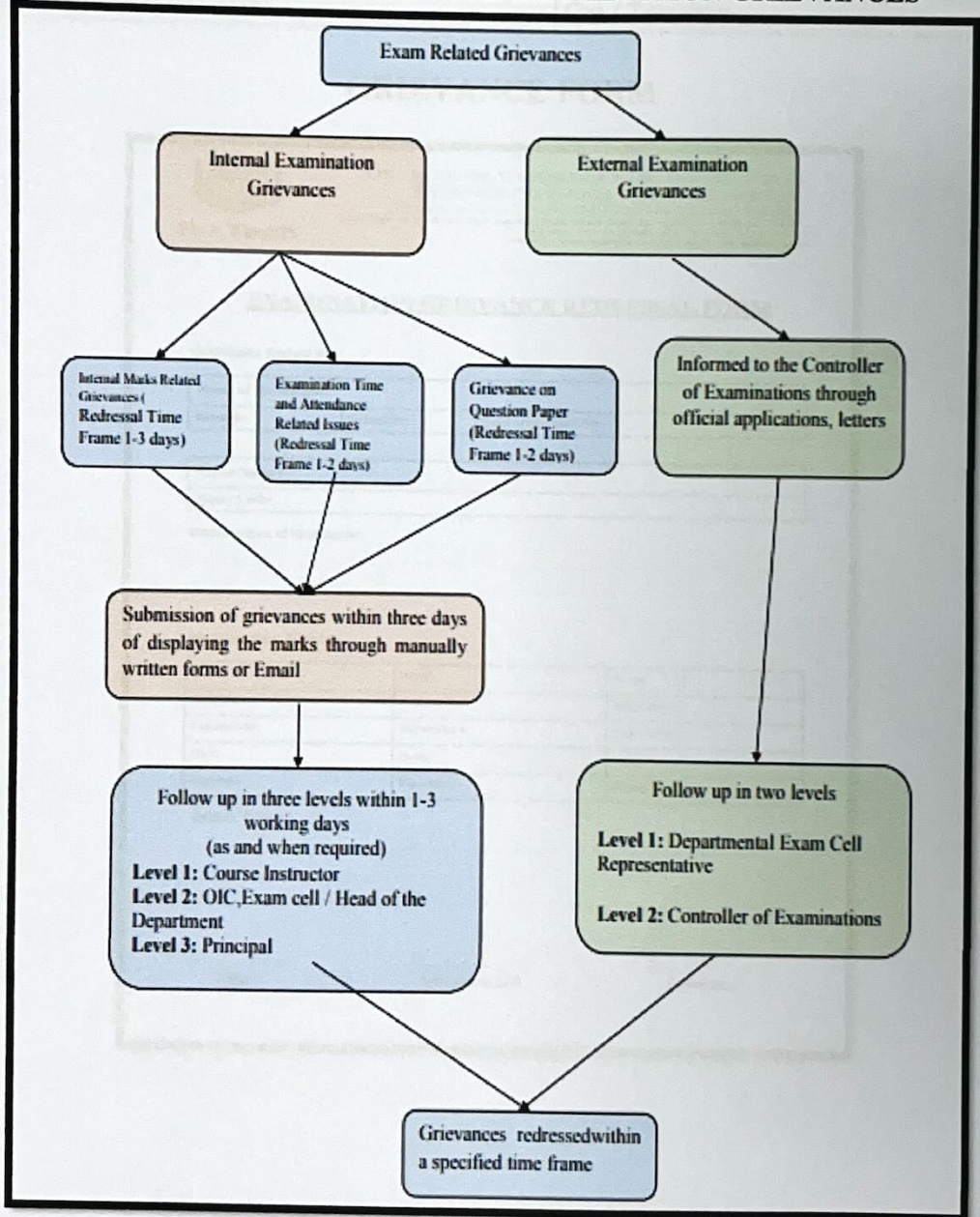
SL.	Subject	Description
1	Title of the Policy	Examination Grievance Redressal Policy
2	Area of function	Institute Level
3	Reason for the Policy	Resolve The Student's Complaints About SEE And CIA
4	Policy applies to	Students & Teachers
5	Approved by	Principal
6	Responsible Authority	Examination Grievance Redressal Committee
7	Superseding Authority	Principal



PROCEDURE

- The student will take the grievance redressal form from the exam cell (which is also available in the institutional website) fill it out, and give it to the concerned professionals.
- If a student is unwilling to appear in person, they can still submit a written grievance to the OIC, Exam cell via email.
- Anybody with an appropriate complaint may speak with the subject teacher / the department head / the examination committee members in person.
- If the grievance is still not resolved the student can approach to the principal for further course of action.

FLOWCHART TO DEAL WITH EXAMINATION GRIEVANCES




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LIST OF INTERNAL GRIEVANCES

S.No.	Nature of Grievance	Redressal Time Frame (Max. working days)
1.	Internal Marks Correction and any other Discrepancies	One / Two days
2.	Lab Internal Marks Correction	Two/ Three days
3.	Project Internal Marks Correction	Two/ Three days
4.	Grievance on Question Paper	One / Two days
5.	Examination Time Related Issues	One / Two days
6.	Attendance Issues	One / Two days

GRIEVANCE FORM



DR. SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY AND SPORTS COMPLEX
(Formerly known as Dr. Sudhir Chandra Sur Degree Engineering College)
 540 Dum Dum Road, Suremath, (Near Dum Dum Jn. Station), Kolkata- 700074
 Phone : +91 33 25601829, 25601898, 65336378
 Website: www.surtech.edu.in, Email: info@dscc.ac.in

EXAMINATION GRIEVANCE REDRESSAL FORM

Grievance Raised By: _____ **Date:** _____

Name of the student:		
Branch:	Semester:	University Roll No. :

Paper Name :
Paper Code:

Description of Grievance:

Investigation done by:

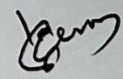
Name:	Name:	Name:
Designation:	Designation:	Designation:
Department:	Department:	Department:
Date:	Date:	Date:
Signature:	Signature:	Signature:

Action Taken:

HOD

OIC, Exam Cell

PRINCIPAL



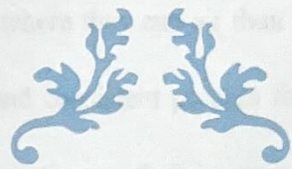


INTRODUCTION.

Dr. Sudhir Chandra Sur Degree Engineering College is a deemed and independent college...

OBJECTIVES.

- Provide students a forum where their issues and queries... Assure a fair, unbiased... Ensure that students find a speedy...



DR. SUDHIR CHANDRA SUR DEGREE ENGINEERING COLLEGE

540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal

Table with columns: SL, Name, Designation, Contact No., Email, Mobile No., Date



Policy for Examination Grievance Redressal (W. E. F 2016-17)

Table with 3 columns: Ref. No. (DSDEC/POLI/2016-17/01), Compiled By (with signature and O.I.C. stamp), Approved By (with signature and Principal title), Issue No. (01), Checked By (with signature and IQAC title), and address: Dr. Sudhir Chandra Sur Degree Engineering College, 540, Dum Dum Road, Kolkata - 700074.

Dr. Sudhir Chandra Sur Degree Engineering College, 540, Dum Dum Road, Kolkata - 700074

Dr. Sudhir Chandra Sur Degree Engineering College, 540, Dum Dum Road, Suremath, Kolkata - 74



INTRODUCTION:

Dr. Sudhir Chandra Sur Degree Engineering College consist of a dynamic and well-organized internal examination grievance cell that serves as a channel for feedback between faculty and students during the ongoing assessment process. The smooth administration of the semester end examination (SEE) and ongoing internal assessment is ensured by the college exam committee, controller of examinations, principal. Any complaints will be taken into consideration and addressed right away.

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2	Mr. Vivek Shaw, OIC Exam cell (UG & PG)	BSH	Convener
3	HOD,CSE	CSE	Member
4	HOD,ECE	ECE	Member
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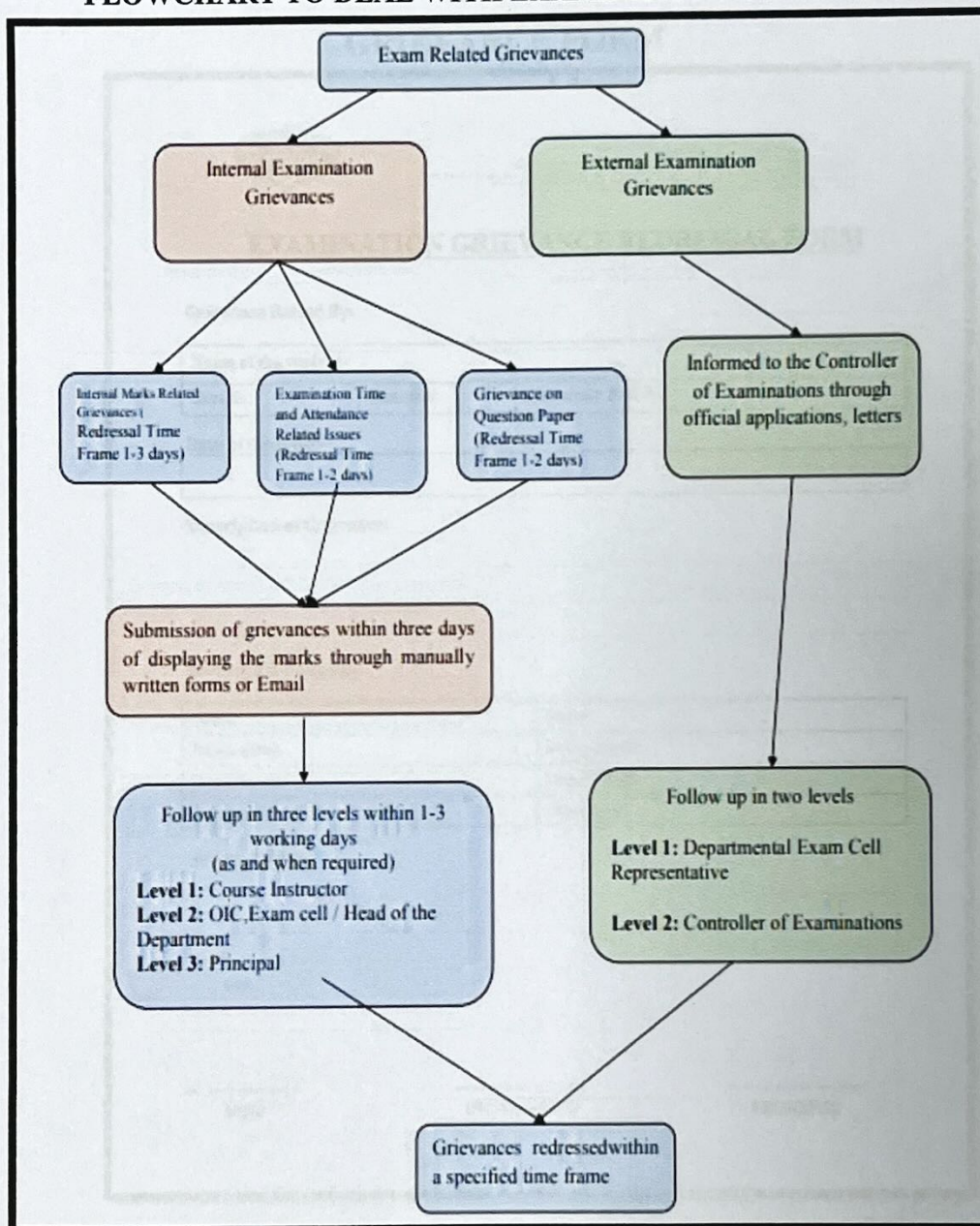
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7	Superseding Authority	Principal

P. B. B. K.
Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Subermath
Kolkata - 74

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GRIEVANCE FORM



**DR. SUSHIR CHANDRA SUR
DEGREE ENGINEERING COLLEGE**
540 Dum Dum Road, Suremath, Kolkata - 74
Phone : +91 33 23463487, 23463488, 45136375, Fax : +91 33 23463487
Website : www.dscsdec.ac.in, Email : dscsdec@rediffmail.com

EXAMINATION GRIEVANCE REDRESSAL FORM

Grievance Raised By:

Name of the student-		
Branch:	Semester:	University Roll No. :

Date of Grievance:

Description of Grievance:

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Investigation done by:

Name:	Name:
Designation:	Designation:
Department:	Department:
Signature:	Signature:

Action Taken:

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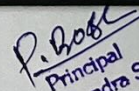
HOD

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OIC, Exam Cell

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PRINCIPAL


 Principal
 Dr. Sushir Chandra Sur Degree
 Engineering College
 540, Dum Dum Road, Suremath
 Kolkata - 74